

Subject: Employee Privacy	Date Approved: November 11, 2014
Approved by: Executive Director	Date Revised:
Specific to: All Staff, Board of Directors and Volunteers	Next Review Date: September 2017

PRINCIPLE:

All employees of North Perth Family Health Team (NP FHT) are entitled to the rights of personal privacy. Employees are under no obligation to reveal their age, race, religion, political alliances, ancestry, place of origin, ethnic origin, citizenship, creed, sex, sexual orientation, marital status, same-sex partnership status, family status, disability or the receipt of public assistance.

POLICY:

Employee Files

The purpose of the employee files is to maintain current employee data and information for business and employment related purposes, or where authorized or required by law. A personnel file is a record of facts about the employee and related employment status changes. It also contains a record of events including promotions, transfers, absenteeism, performance appraisals, letters of discipline and so on.

Employee files are the property of NP FHT, and may be reviewed upon request by the employee. Employees may challenge the accuracy of documentation in their personal file(s), request that corrections be made, and request that a written note of their comments be added as an annotation to the documentation.

Documents stored in NP FHT Employee files shall include (but not be limited to):

- NP FHT employment history, citing dates of positions held and levels of compensation
- Employment Contract
- Tax forms
- Records of taxable benefits
- Records of contractual bonuses, incentives, or salary increases
- Records of accrued sick leave, vacation, and overtime
- Documentation of rewards / bonuses
- Compensation records
- Records of any loans / advances granted, with appropriate repayment information

Medical Documentation

Staff members' medical information shall be held strictly confidential. Employee medical information shall be maintained in a sealed envelope within the Employee file or kept in a separate file and stored using appropriate safeguards.

Employee medical files shall only be made available to Executive Director or designate and the employee whose records are retained in the file.

Documents stored in NP FHT medical files shall include (but not be limited to):

- Medical documentation for any required absence(s)

- Group Insurance claim forms
- Accident / incident forms resulting in an injury to the employee
- Functional abilities forms required in any Return to Work (RTW) process
- Documentation regarding forms of reasonable accommodation required as part of any RTW process and plans, including documentation of any updates or dialogue during this period

File Maintenance

In maintaining personal files the following guidelines apply:

- Information regarding employment status shall be kept on file.
- Information placed in the file will be accurate.
- All information placed in employee files will be maintained for a period of seven (7) years after their last date of employment with NP FHT.

Viewing Files

NP FHT employees shall be allowed to review their files. Employees that wish to review their files must submit a written request to view the files a minimum of three (3) business days prior to the date of review. Employees must be accompanied by the Executive Director while viewing their file(s).

Notwithstanding the above, employees *may not* review any documentation that would violate the confidentiality of another employee.

Any former employee of NP FHT that requests access to their personal file(s) must provide photo identification. The request and viewing processes shall be the same as for current employees of NP FHT.

Employees/former employees may request copies of documentation included in their personal file(s).

Third Party Requests

Any third party that requests access to any personal file(s) must provide photo identification and written authorization stating that they are permitted by the employee to review their file. The request and viewing processes shall be the same as for current employees of NP FHT.

All information maintained in NP FHT personal files are the sole property of NP FHT. The removal of any documentation or information from personal files by employees or third parties is strictly prohibited.

Inquiries

In the event that an employee feels that their personal privacy is being intruded upon, NP FHT encourages them to confront the person and politely ask them to cease and desist their line of questioning. If this is not possible, and the situation is extreme in nature, then the employee should contact the Executive Director to deal with the problem.